



November 18, 2019

Sandi Hanzer
Village of Hammond
455 Davis St P.O. Box 337
Hammond, WI 54015

Re: Application for Delegated Municipality Authority

Dear Ms. Hanzer,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. I also authorize your municipality per s. 101.12(3)(g), Wis Stats., to do inspections of all size buildings in lieu of our department.

An exception to this inspection authority delegation is that our agency retains jurisdiction for inspection for all state-owned buildings.

As condition of the delegation, you are required to comply with the following:

- Forward to the department any revisions to the ordinance adopting this code.
- Notify the department, in writing, immediately of any personnel changes in inspection staff.
- Notify the department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

In accordance with 2017 Wisconsin Act 198 the department will be implementing a five-year electronic renewal process, please continue to monitor department correspondence as further details regarding this process are communicated.

I understand that **Brian Wert (715) 386-5410** will be the primary code official responsible for enforcement and has the proper certification to do so.

Please contact **Branden Piper at (608) 267-9420** or branden.piper@wisconsin.gov with changes in your contact information.

For your convenience I have attached a link to our delegated agent welcome packet below, This packet contains links to our administrative code, plan review application, submission and inspection checklists, sample letters, petition for variance application and a wealth of FAQs that you may find helpful in your new role.

<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2018.pdf>

Our building inspection deputy for your area, **Joe Merchak (715) 821-1928**, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

Johnny Winston Jr.
Division Administrator



Tony Evers, Governor
Dawn Crim, Secretary

February 2, 2021

Sandi Hazer, Clerk
Village of Hammond
455 Davis Street
Hammond, WI 54015
clerk@hammondwi.org

VIA EMAIL

Re: Village of Hammond Jurisdiction Request for Fire Suppression and Fire Alarm Inspections

Dear Sandi Hazer,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wis. Stat. § 101.12(3g), I delegate your municipality the primary responsibility to do fire suppression and fire alarm inspections of all size buildings in lieu of the Department.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Notify the department, in writing, immediately of any personnel changes to inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification, or the Fire Detection, Prevention, and Suppression Inspector certification, and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that the primary enforcement contact for your municipality, Brian Wert with Brian Wert Inspection Agency, has the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role. <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2020.pdf>

Our commercial building inspector for your area, Brian Noe, at (920) 420-4796, will be contacting your primary code official in the near future to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,

Michael D. McNally Jr.
Section Chief, Fire Suppression and Fire Alarm Program

cc: Garry Krause, Bureau Director, Technical Services Bureau
Brian Noe, Commercial Building Inspector, Field Services Bureau